

I am putting together a training manual for our work-study students and would love to know if anyone else has put together such a manual. I am a one-woman show and without my students would be really lost. I use the students to open boxes, check items against shipping lists, determine if we have received what we selected, enter routine and recurrent publications into our online catalog, and help with inventory and weeding.

The instructions for all of these are written in my procedures manual or in various library procedures manuals but are not together in one place. I also intend to add visual examples of the various kinds of documents, write a manual and also a power point presentation and then make it bilingual since our students in Puerto Rico are Spanish-speakers.

If anyone has done a similiar manual, I would appreciate any suggestions and a copy of the manual

Thanks,

Jane Canfield